

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL11303			
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Re-establishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL		6. OPM Certification No.	
E on (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	
11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive 2- <input checked="" type="checkbox"/> Noncritical 3- Critical 4- Sensitive Special		13. Competitive Level Code		14. Agency Use			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Customer Service Technician (0A)		GS		0303		07	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)				c. Third Subdivision DIRECTORATE FOR RESOURCES MANAGEMENT					
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)				d. Fourth Subdivision SYSTEMS & ACCOUNTING DIVISION (RS)					
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION CMD				e. Fifth Subdivision					
19. Employee Review This is an accurate statement of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Mack R. Perry, Chief, Systems & Accounting Div.									
Signature for Amy Dr. Spunk				Date 01/16/98		Signature		Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS, GS-303, Miscellaneous Clerk and Assistant Series, OFFICE Automation Grade Evaluation Guide.					
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature J. M. Skurka				Date 01/16/98					
23. Position Review		INITIALS		DATE		INITIALS		DATE	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

INTRODUCTION:

This position is located in the Directorate for Resources Management, Systems and Accounting Division (RS), Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organizations and four project managers. The primary purpose for this position is to perform customer and technical services supporting the various automated systems for the Directorate.

MAJOR DUTIES:

1. Provides "over-the-counter" liaison service between civilian employees, time keepers, budget analysts, program analysts, STRICOM management, project directors, STRICOM travel office, the Consolidated Civilian Payroll Office and the Personnel Office. Serves as a central point to receive documents that may affect payroll, travel, training, and contract accounts and to distribute various reports. Maintains all data processed in the accounting, payroll, and project management systems, performs local record keeping, and provides customer services for payroll, time keeping, accounting, and project data management. Provides liaison service between program and budget analysts and the Consolidated Defense Finance and Accounting Service Operating Location. Serves as a focal point to train, manage and process labor and cost transfers into the standard accounting systems, standard time keeping systems, and standard project management systems. Supports higher grade specialists in training employees and managing the daily and monthly processes in the Automated Time and Attendance and Productivity System (ATAAPS), the Automated Labor Time and Attendance Input and Report System (ALTAIRS), the Standard Operations and Maintenance and Research and Development System (SOMARDS) and the Project Information Management System (Project Create) at STRICOM. Maintains employee files, reconciles transfers processed, distributes various accounting, labor and project management reports. 50%

2. Assists higher graded specialists with labor reporting process; provides labor reports to ensure accuracy of report; identifies inappropriate/inaccurate labor charges and initiates necessary transfers; processes labor and non labor transfers for support

organizations in the standard accounting system (SOMARDS), the Automated Time and Attendance and Productivity System (ATAAPS), the Automated Labor Time and Attendance Input and Reporting System (ALTAIRS) and the Project Information Management Systems (Project Create); makes appropriate changes to employee Labor Master File and Header Records upon assignment and/or reassignment to ensure cash awards are charged to the appropriate job order.

- a. Receives and monitors processing of documents authorizing changes affecting payroll and project accounts, including but not limited to changing of addresses; starting, changing, or stopping allotments; starting, changing, or stopping bonds; and adjusting tax exemptions; work schedule; project life cycle data. Monitors processing of daily ALTAIRS/ATAAPS files with the Defense Mega-Center (DMC) to ensure time and attendance reporting is received and processed in DCPS. Identifies problems to systems analysts for resolution.
- b. Provides data entry to update the master employee record (MER) to include address changes; savings allotments; federal, state, and local tax authorization; bonds; charity; net pay distribution; advanced or restored leave; and adjustments to annual leave, sick leave, and miscellaneous leave such as compensatory leave. Provides data entry of leave corrections, and as necessary, provides data entry of initial attendance reports.
- c. Maintains customer service support files for federal, state, and local tax authorizations; advanced earned income credit authorizations; US Savings bond authorization; direct deposit or EFT of net pay authorization; allotment authorizations; employee organization authorization/cancellations; charitable contribution authorization; employee mailing address changes; advance annual and sick leave authorizations; restored leave authorizations; leave and earning statements (for leave balance prior to receipt of SF 1150); continuation of pay authorizations; and miscellaneous correspondence. Maintains local tables for employee activity records; organization records; standard leave job orders; work schedule defaults; local holidays; activity records; organization records; standard leave job orders; work schedule defaults; local holidays; employing activity addressees; default accounting classifications; and data entry point identifications.

50%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED

Level 1-4, 550 Points

Knowledge of the interrelationship between the standard payroll, timekeeping, personnel and accounting systems, project management system and other installation systems and their functions and processes.

Ability to enter, modify and correct cost and project related information in the accounting, time keeping and project systems.

Knowledge of basic Defense Civilian Pay System (DCPS) categories including a variety of employment situations such as full-time, temporary, term, etc. Knowledge is required for the purpose of understanding, explaining, and abstracting records related to varying entitlements based upon employment situations.

FACTOR 2 - SUPERVISORY CONTROLS

Level 2-3 275 PTS

Incumbent receives general supervision in processing a wide variety of pay actions, time and attendance actions, and projects create actions. Incumbent works under higher graded systems analysts and the systems accountant who provide direction and tasking where appropriate. The supervisor periodically spot checks work for conformance to policies and reporting requirements, accuracy and timeliness.

FACTOR 3 - GUIDELINES

Level 3-3 275 PTS

Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing management of functions, organizations and employees

FACTOR 4 - COMPLEXITY

Level 4-3 150 PTS

The employee works with payroll, timekeeping and accounting, and project management systems encompassing the entire command. The employee is also responsible for the preparation on a variety of reports and must understand the interrelated transactions.

FACTOR 5 - SCOPE AND EFFECT

Level 5-2 75 PTS

Projects and assignments require coordination and integration of payroll, timekeeping and project efforts or studies, resolving critical problems in agency-wide systems or development of new approaches or techniques for use by others Work significantly